



## **BILLING AND RECEIPTING ADMINISTRATOR**

The U.S. Mission in Canberra is seeking eligible and qualified applicants for the position of Billing and Receipting Administrator within the Financial Management Center.

Salary: A\$61,440 p.a. + superannuation benefits

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of High School (Year 12) is required.
2. Minimum of two years' work experience in business administration, with experience in a financial management, accounting, bookkeeping, accounts receivable, accounts payable, cashiering, budgeting or sales is required.
3. Level 3 (Good Working Knowledge) English is required. This may be tested.

For instructions on how to apply, please refer to the [duties and responsibilities statement](#).

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov) by **January 29, 2016**.

Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted.

# Duties and Responsibilities Statement

**POSITION TITLE: BILLING AND RECEIPTING  
ADMINISTRATOR**

**POSITION GRADE LE- 6  
(STARTING SALARY A\$61,440)**

## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

Incumbent manages the submission of all Mission payments which are submitted to FMC for processing. The incumbent receives all invoices, and reimbursement claims for registration and distribution. Incumbent serves as the lead point of contact for all submissions to the voucher unit. Incumbent is responsible for sending EFT payment notifications, responsible for resolving payment rejections and/or seeking clarification from internal and external customers. Keeps Voucher files and records orderly and in accordance with the Department of State record retention policies. Incumbent provides general office administrative-type duties to FMC.

### **Major Duties and Responsibilities**

80% of time

Incumbent is responsible for the administrative functions of initiating the tracking of all vendor payments, reimbursement requests, and voucher payment requests within voucher tracking systems (IDOX and/or ILMS E-invoicing.) These databases allow FMC vouchering to ensure compliance with the Prompt Payment Act. Payments must be made with ICASS service standard time frames and are usually disbursed via electronic funds transfer (EFT).

Incumbent reviews all documentation submitted and determines whether the voucher can be routed to the Voucher Examiner for processing, or resolves issues with the submitter to ensure they have a complete voucher packet. After the vouchers are ready for the next stage of processing, the incumbent accurately enters the voucher into IDOX or ILMS E-invoicing and routes the complete voucher packet to a voucher examiner for auditing and processing. Incumbent is also responsible for routing complete voucher packets to the Post Support Unit (PSU) for processing.

Incumbent is responsible for administratively reviewing each package (PR, invoice, receiving report or receiving approvals) before routing to Voucher Examiner for processing. .

The incumbent is responsible for assisting Voucher Examiners process vouchers for serviced and non-serviced agencies in the Embassy and three Consulates accurately, timely and within ICASS service standards.

20% of time

Incumbent serves as the Management Assistant to the Voucher Unit. Keeps and maintains office electronic files and records for Voucher Unit. Maintains and orders

office supplies, collects meter readings from photocopiers to pass onto GSO, POC for photocopier supplies and repairs, submits procurement requests, work orders, Visitor Access Requests, after hours requests, Management Notices, Management Memorandums for FMC. Picks up mail from DPO and Chancery for receipting. Issues EFT notifications to vendors and Mission employees. Incumbent is also responsible for handling general inquiries for the Voucher Unit either by phone or email. Incumbent acts as time keeper for FMC.

## **SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Completion of High School (Year 12) is required.
2. Minimum of two years' work experience in business administration, with experience in a financial management, accounting, bookkeeping, accounts receivable, accounts payable, cashiering, budgeting or sales is required.
3. Level 3 (Good Working Knowledge) English is required. This may be tested.

## **FOR FURTHER INFORMATION**

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Tanya King on 6214 5746.

## **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

## **HIRING PREFERENCE ORDER**

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

## **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or

Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a Sensitive But Unclassified security clearance.
5. Candidates who are EFM, USEFM, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above);
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

## **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.**

## **WHERE TO APPLY TO**

Regional Human Resources Office  
POC: Tanya King  
Email: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

## **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.